

# CHARTER OAK STATE COLLEGE

## JOB OPPORTUNITY

### Assistant to ECE/ARC Program Director (Part-time, Durational)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053  
**Salary:** \$19.22/hourly (20 hours per week – 1 year Durational)  
**Closing Date:** October 30, 2016

**Position Summary:**

The Assistant will provide support to the Alternate Route to Certification Program Director for NEASC accreditation. This will include maintaining records of all ARC candidates by using office support software (Jenzabar and OnBase) to maintain program records and collect data.

**General Knowledge:** Considerable knowledge of office systems and procedures including professional telephone skills; excellent writing skills; ability to deal with internal and external customers; ability to prioritize time and perform multiple tasks; attention to detail; familiarity with office productivity software; and competency in computer applications. These qualifications may be waived for individuals with appropriate alternate experience.

**Substitution Allowed:** N/A

**Eligibility Requirement:** Associate degree and minimum of one (1) year of relevant experience (some in higher education preferred).

**Apply:** See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by October 30, 2016. No phone calls, please.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.